

FY15 Federal Perkins Application Guidelines

This section provides some quick references and guidelines that will help you complete the supplemental part of the application.

What's new for the FY2015 grant

- All projects will be submitted through **ADEConnect** in the new grants management system. The link is found on the upper right hand corner of the ADE homepage at www.azed.gov.
- **CTE Secondary Federal Perkins Grant Application Checklist** that will communicate feedback to the LEA on information to include in each area of the application and revisions that need to be made prior to approval.
- **Sections Page:** Displays all of the related pages of the funding application.
- **Sections-Status:** Displays the current status and next possible status. Check the Address Book in the grant system to identify LEA Assigned Roles.
 - Not Started
 - Draft Started
 - Draft Completed
 - LEA Business Manager Approved-Designated role by LEA
 - LEA Authorized Representative Approved-Designated role by LEA. Submitted to ADE
 - SEA CTE Federal Perkins Program Specialist Approved
 - SEA CTE Federal Perkins Director Approved. Final approval for LEA.
- **Approval:** All funding applications must go through all status changes above to receive final approval. Two levels at the district and two levels at the state. ***Draft Completed does not send the application to ADE. The LEA Business Manager and LEA Authorized Representative must approve first.***
- **No Rejection:** Not Approved is used instead of "rejected".

What's New in Program, Fiscal and Accountability Assurances

- **Program Assurance 7-**Page 2: Assurance of providing career exploration and annually updating the coherent sequence.
- **Program Assurance 9-**Page 2: Industry certifications
- **Fiscal Assurance 4-**Page 2: Professional development and training activities
- **Reminder-**Page 2: Fiscal Assurance 5 on Substantial Approval
- **Reminder-**Page 3: Fiscal Assurance 6 on POS-All LEAs must obligate some of the Perkins allocation (excluding capital for POS activities).

Desk Monitoring-Program Assurances

- **Program Assurance 1-**Page 4: Annual Program Evaluation must be completed by October 1 and include month/year.
- **Program Assurance 3-**Page 5: Equal Access is not due until October 1
- **Fiscal Assurance 4-**Page 6: Level of Student Success is not due until October 1.

Desk Monitoring-Fiscal Assurance

- Must be completed and included in the 6/15 submission.
- See pages 7-9.
- Fiscal assurances include the questions regarding audit, financial benefit, inventory, supplanting and time and effort that were on the monitoring document.
- **Professional Development Activities-**Page 7: There are 3 new questions regarding professional development activities and entertainment costs.
- Read each question and respond accordingly.

How to Complete Each Objective Page?

General Information

- Each objective page except for POS contains the same 11 boxes and boxes 1-8 and box 11 must be completed in order to save the page. For POS, complete boxes 1-7 and box 10.
- Boxes 9-10 will be used to complete the narratives and should be left blank.
- Box 11: If LEA answers “yes” another template will appear for that objective. If “no”, continue on to the next objective template. LEA can have up to 3 objective pages per measure.
- See FY2015 Sample Objective for an example.
- Each LEA will have at least 11 objectives: 8 addressing each of the performance measures (1S1, 1S2, 2S1, 3S1, 4S1, 5S1, 6S1 and 6S2), 1 addressing Program of Study, 1 addressing CTSOs and 1 addressing Workplace Employability Skills.

Objectives (Box 5)

- All objectives must be developed to address and improve each of the performance measures, to enhance/implement programs of study and to provide for continuous program improvement.
- Develop SMART (Specific, Measurable, Attainable, Results-Oriented, and Timely) objectives for each of the performance measures including how the LEA will evaluate and continuously improve performance. **Objectives must include month/year.**
- Create only one objective per page. Do not combine objectives on one page.
- If objective is program specific, include program name in objective.
- Objectives should reflect what the district is actually doing to improve programs and meet or exceed State Adjusted Level of Performance (SALP).
- Must include language that states “meet/exceed the SALP” or other specific outcome.

Justification (Box 6)

- Include a justification which explains how the expenditure item or the objective will improve the CTE program performance.

Expenditure Category (Box 7)

- Select all appropriate expenditure categories using Perkins funds based on the budget.
- Align expenditure categories to budget function codes.
- If Perkins funds are not being used to support objective, “None of the Above” should be selected.

Expenditure item (Box 8)

- Only complete if Perkins funds are being used. If not, use “N/A”.
- Describe the type of expenditure item that will be used to support the objective (i.e., team collaboration stipends, registration, travel and substitutes for professional development).
- Description must match items listed in the narrative on the Budget Details page.